

IMPORTANT IN-HOME/RELATIVE PROVIDER NOTICE

PLEASE READ

CHANGES TO WORKING CONNECTIONS CHILD CARE (WCCC) IN-HOME/RELATIVE BILLING AND PAYMENT

Our records show you are an in-home/relative child care provider for a parent receiving WCCC. If you are a WCCC in-home/relative child care provider on or after **December 1, 2005** the following changes will apply to you:

- **The billing invoice will be mailed directly to you.**
- You and the parent/guardian determine the correct number of hours to bill WCCC.
- You bill the correct number of hours by using Invoice Express **or** by mailing the completed invoice.
- **Payment will be mailed directly to you.** (This payment does not include the WCCC copayment. The parent/guardian must pay the copayment to you.)
- If care is provided prior to December 1, 2005 but not authorized until after that date, payment will be made directly to you as described above.

It is very important we have your correct name, address and telephone number. If we do not have your correct name and address you will not receive the invoice, payment or important tax documents. Please contact the local child care office immediately if you want to make any changes to your name and/or address.

Your responsibilities as an in-home/relative provider will change because you, not the parent, will be billing for child care provided and receiving the payment. Some of your new responsibilities include:

- Paying back money (an overpayment) to the state. You might have to pay money back if you bill for child care hours you are not supposed to bill.
- Reporting changes such as your address, pending criminal charges or convictions for yourself and of anyone 16 years old or older living in your home if care is provided there.
- Keeping attendance records (for 5 years) and giving them to us if we ask for them.

If you have any questions about this notice please contact us at <http://www1.dshs.wa.gov/esa/dcccl/contactdcccl.shtml> or call the local child care office.